



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909
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SEMINAR ANNOUNCEMENT

February 7, 2008

Basic Interviewing, Counseling, and Communication Techniques Seminar

April 30 – May 2, 2008

Ralph A. MacMullan Conference Center
Higgins Lake, Michigan

DESCRIPTION

The Michigan Judicial Institute (MJl) is pleased to offer this seminar as part of the certification process for family division/juvenile court personnel held pursuant to Michigan Supreme Court Administrative Orders 1985-5 and 1988-3. The Basic Interviewing, Counseling, and Communication Techniques seminar is designed specifically for family division/juvenile court probation officers/caseworkers who **must** complete the MJl certification training.

The seminar explores the basic techniques involved in interviewing, counseling, and communication skills needed within the family division/juvenile court setting. Areas to be addressed will include, but are not limited to:

- Preparing Holistically for Interviewing, Counseling, and Working With Resistance
- Establishing the Relationship: Essential Conditions
- Client Management Techniques
- Diversity in the Court

LOGISTICS

The seminar will begin on Wednesday, April 30, with on-site registration for preregistered participants taking place from 12:00 to 12:50 p.m. The seminar will begin promptly at 1:00 p.m. It is recommended that travel be planned accordingly.

Note: There will be a mandatory Wednesday evening session from 6:30 to 8:00 p.m.

Daily programming on Thursday, May 1 (8:30 a.m. to 4:30 p.m.) and Friday, May 2 (8:30 a.m. to 4:00 p.m.) will consist of morning and afternoon didactic presentations by skilled faculty presenters, with each presentation followed by working group sessions moderated and guided by experienced counseling practitioners.

OVER PLEASE ►

REGISTRATION PROCEDURE

The registration deadline for this seminar is **Friday, March 14, 2008**. The attached form (which may be duplicated) must be completed in full for each registrant and must be received by MJJ on or before the deadline. Registration confirmation, travel directions, and other pertinent seminar materials will be forwarded to accepted participants immediately following the registration deadline.

Enrollment for this seminar is specifically limited to family division/juvenile court staff who are required to complete the MJJ training pursuant to Michigan Supreme Court Administrative Orders 1985-5 and 1988-3. Section I.C. of Administrative Order No. 1985-5 specifically states: “. . . A Probation Officer/Caseworker,” must hold a “Bachelor’s Degree [from an accredited college or university in a relevant field, and] . . . complete the Michigan Judicial Institute Certification Training for Juvenile Court staff within two years after date of employment.” (Administrative Order No. 1985-5, § I.C.1.b.1.)

No more than forty (40) individuals will be selected by the MJJ to attend. Consequently, late or incomplete applications will not be considered.

WAIVER PROCEDURE

This seminar is mandatory for all family division/juvenile court staff requiring Administrative Orders 1985-5 and 1988-3 certification. However, MJJ, in recognition of the evolution that has taken place in regards to the educational and experiential level of many entry level probation officer/caseworker staff, has developed a seminar participation “waiver” for staff that hold the following minimum credentials:

- (1) a. A master's degree in social sciences or a related human services field, of which at least two semester credits must be in the area of counseling techniques with youth; and/or
 - b. Possession of appropriate state of Michigan licensure; including, but not limited to, licensed professional counselor, licensed/limited licensed psychologist, certified/licensed social worker, or licensed family therapist.
- (2) Alternative qualifications (that demonstrate the applicant's knowledge, skills, and abilities *clearly exceed* the minimum requirements of the Administrative Order) will be considered on a case-by-case basis.

To exercise the “waiver” you must provide sufficient evidence of the above minimum credentials, and/or alternative qualifications, along with the attached registration form. MJJ will review your request and provide a response within 10 business days.

LODGING AND MEALS

The MJJ will provide all seminar materials, meals (**beginning with DINNER on Wednesday, April 30, and ending with LUNCH on Friday, May 2**), and lodging (**for Wednesday and Thursday evenings**). All rooms are nonsmoking, double-occupancy. **Lodging will only be provided for those participants whose offices are located more than 65 miles from the seminar site.** Transportation to and from the seminar, as well as any incidental expenses, will be the responsibility of the individual or agency represented. Space limitations prohibit any arrangements for lodging or accommodating spouses, family, or friends of the seminar participants.

Depending upon enrollment, a limited number of single-occupancy rooms may be available on a first-come, first-served basis (based upon the date the registration form is received by MJJ) at a cost of approximately \$35.00 per day, plus taxes. Payment for single-occupancy rooms must be made to the Ralph A. MacMullan Conference Center at the time of on-site registration. Payment for single-occupancy rooms may be made by personal check, Visa, or MasterCard. Participants interested in single-occupancy lodging should indicate that preference on the attached registration form. However, this does not guarantee single-occupancy lodging.

Our seminars are offered at facilities that accommodate persons with disabilities. If you require special accommodations due to a disability, please indicate your needs on the attached registration form.

THE RALPH A. MACMULLAN (RAM) CONFERENCE CENTER

The RAM center is a Michigan Department of Natural Resources facility. It sits in a rustic environment on the shores of Higgins Lake. It was originally a Civilian Conservation Corps camp and as such dates back to the 1930s. Rooms are sparsely accommodated with two single beds, a desk, and chest of drawers. Accommodations include community bathrooms, by gender, with common shower stall and sink areas. Dispenser soap is provided, but individuals should bring their own toiletries. See: <http://www.michigan.gov/dnr/0,1607,7-153-10365-71716--,00.html>

PLEASE DO NOT CONTACT THE RAM CONFERENCE CENTER FOR LODGING OR MEAL NEEDS. PLEASE COMPLETE THE ATTACHED REGISTRATION FORM. MJJ MAKES ALL LODGING ARRANGEMENTS.

Dress for the seminar is extremely casual and comfortable – sweatshirts, blue jeans, etc. There will be some outside walking between sleeping cabins, dining areas, group sessions, and classrooms, so prepare for a variety of weather and terrain.

QUESTIONS

If you have any questions or would like further information concerning the seminar, registration, or waiver process, please contact Peter Stathakis, Program Manager, MJJ, at (517) 373-7607; or e-mail at stathakisp@courts.mi.gov or Anne DeMarco, Program Assistant, MJJ, at (517) 373-7349 or e-mail at demarcoa@courts.mi.gov.

REGISTRATION DEADLINE: FRIDAY, MARCH 14, 2008

REGISTRATION FORM
MICHIGAN SUPREME COURT-MICHIGAN JUDICIAL INSTITUTE
Basic Interviewing, Counseling, and
Communication Techniques Seminar

April 30 – May 2, 2008
Ralph A. MacMullan Conference Center
Higgins Lake, Michigan

Please mail or fax completed form to:

Anne DeMarco, Program Assistant
Michigan Judicial Institute
P.O. Box 30205
Lansing, MI 48909
Fax: (517) 373-7615

Name: (Ms. / Mr.)	
Title:	
Court:	
Court Address:	
Telephone:	
E-Mail	

Have you successfully completed the certification examination?

_____ Yes _____ No Month _____ Year _____

Are you a full-time juvenile probation officer/caseworker?

_____ Yes _____ No Explain: _____

Are you a detention home employee?

_____ Yes _____ No

Time employed in current position:

_____ Yrs. _____ Months

Time employed in court system:

_____ Yrs. _____ Months

Educational level:

_____ Major: _____

Do you need a copy of the juvenile probation officer self-instructional manual?	_____ Yes	_____ No
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☐ **I request a waiver of the Basic Counseling Seminar. I hold the following minimum credentials:**

- (1) a. *A master's degree in social sciences or a related human services field, of which at least two semester credits must be in the area of counseling techniques; and/or*
- b. *Possession of appropriate state of Michigan licensure; including, but not limited to: licensed professional counselor, licensed/limited licensed psychologist, certified/licensed social worker, licensed family therapist.*
- (2) *Alternative qualifications (which clearly exceed the minimum requirements of the Administrative Orders) will be considered on a case-by-case basis.*

PLEASE ATTACH VERIFICATION

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LODGING ACCOMMODATIONS

Double-occupancy lodging assigned by the Michigan Judicial Institute is available for eligible participants whose offices are located more than **65 miles** from the RAM Conference Center. Please indicate your lodging requirements below.

Lodging Requested (check all that apply)

☐ I will not require lodging.

My office is **MORE THAN 65 miles** from the seminar site. I will require lodging (check all that apply).

☐ Wednesday evening, 4/30/2008

☐ Thursday evening, 5/1/2008

☐ If available, I would like single-occupancy lodging. I understand that I will be responsible for the additional cost of approximately \$35.00 per day, plus taxes.

Preferred roommate:	<hr/>
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I am a _____ smoker _____ nonsmoker

Please list below any special accommodations due to a disability, OR DIETARY NEEDS that you require during your stay.

Lodging Cancellation

MJI arranges guaranteed room reservations based on your request. Please direct all room changes and/or cancellations to Ms. Anne DeMarco, Program Assistant, MJJ, (517) 373-7349, no later than 1:00 p.m. on Tuesday, April 29, 2008. If you do not cancel your reservation and fail to utilize your lodging, **YOU** will be personally billed for the cost of your room and meals.

Required Signatures ▼	
Applicant Signature	Date
<i>I certify that the applicant is a full-time juvenile division probation officer/caseworker who meets the minimum requirements of Michigan Supreme Court Administrative Orders 1985-5 and 1988-3 that state: "A Probation Officer/Caseworker...must complete the Michigan Judicial Institute Certification Training for Juvenile Court staff within two years after date of employment."</i>	
Chief Judge or Court Administrator Signature	Date

REGISTRATION DEADLINE: FRIDAY, MARCH 14, 2008

Please make a copy of this application form for your records. If you register to attend this seminar and do not receive a confirmation letter at least 10 days prior to the seminar date(s), please contact MJJ.